

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION
36-2502**



29 OCTOBER 2014

Personnel

**ENLISTED PROMOTION (SMSgt/E-8 &
CMSgt/E-9)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The purpose of this wing instruction is to identify formal promotion expectations and outline the promotion approval process for SMSgt/E-8 & CMSgt/E-9 unit vacancies. This instruction implements Air Force Policy Directive AFD 36-25, *Military Promotion and Demotion*. Supervisors and commanders will ensure that all assigned personnel are briefed on the contents of this wing instruction. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States code (U.S.C.), Section 8013 and Executive Order 9397. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from their field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

934AWI36-2502, 27 August 2013

- 1. Scope:** This wing instruction applies to enlisted personnel assigned the 934th Airlift Wing.
- 2. General Policy:** Standardization of Air Force Reserve (AFR) SMSgt/E-8 and CMSgt/E-9 unit promotion requirements. Today's enlisted leaders are required to obtain more than the basic

requirements to compete and lead in today's AFR. This instruction is designed to lay out the promotion requirements for SMSgt/E-8 and CMSgt/E-9 positions in the 934th Airlift Wing.

3. Promotion Requirements for SMSgt (E-8):

3.1. All requirements are mandatory for promotion.

3.1.1. Current & Passing Fit to Fight Assessment.

3.1.2. Community College of the Air Force (CCAF) Degree.

3.1.3. Senior rater endorsement (SRE) on most recent Enlisted Performance Report (EPR).

3.1.4. Waivers to this paragraph may be approved by the wing commander, with the exception of CCAF. Waivers should be submitted with the promotion package. The waiver request is normally a memo for record (MFR) and it must delineate the reason for the waiver and appropriate justification for approval.

4. Promotion Requirements for CMSgt (E-9):

4.1. All requirements are mandatory for promotion.

4.1.1. Current & Passing Fit to Fight Assessment.

4.1.2. Community College of the Air Force (CCAF) Degree.

4.1.3. Senior Enlisted Joint Professional Military Education (SEJPME).

4.1.4. Senior rater endorsement (SRE) on most recent Enlisted Performance Report (EPR).

4.1.5. Waivers to this paragraph may be approved by the wing commander, with the exception of CCAF. Waivers should be submitted with the promotion package. The waiver request is normally a memo for record (MFR) and it must delineate the reason for the waiver and appropriate justification for approval.

5. Promotion Procedures.

5.1. Unit will fill out the AF Form 224 in accordance with established policy and guidance from FSS/FSMPD.

5.2. Routing of AF Form 224 is as follows:

5.2.1. For unit-level SMSgt/E-8 and CMSgt/E-9 promotions, unit commanders forward the completed wet-signed hard copy AF Form 224 to the group commander. ASTS will forward this directly to the FSS/FSMPD.

5.2.2. Group commander will approve and then forward the wet-signed hard copy AF Form 224 to the Force Support Squadron Force Career Development office (FSS/FSMPD) for a compliance quality check. ASTS will send their AF Form 224 directly to the FSS/FSMPD.

5.2.3. FSS/FSMPD will forward the compliance-checked AF Form 224 to command chief for review.

5.2.4. The command chief will then forward to the wing commander for final approval.

5.2.5. Wing commander will route approved AF Form 224 to 934 FSS/FSMPD for processing.

5.3. The promotion AF Form 224 may only be included in the E-8 position placement correspondence if the Airmen is being placed into a promotable position.

TODD J. MCCUBBIN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2502, Airman Promotion Program, 6 August 2002

AFPD 36-25, *Military Promotion and Demotion*, 7 May 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 224, *Recommendation and Authorization for Promotion of Airmen as Reserve of the Air Force*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFR—Air Force Reserve

CCAF—Community College of the Air Force

EDP—Enlisted Developmental Plan

EPR—Enlisted Performance Report

MFR—Memo for Record

SRE—Senior Rater Endorsement

vMPF—Virtual Military Personnel Flight

vPC-GR—Virtual Personnel Center - Guard & Reserve